

CHAPTER 5

MANDATORY WORKFORCE EDUCATION AND TRAINING

A. POLICY

The DoD Components shall ensure that civilian and military members of the acquisition workforce receive the education and training necessary to achieve full competence to perform the duties of assigned positions. As resources permit, acquisition workforce members shall also receive individually planned development to prepare them to qualify for assignments of increased responsibility in their career fields.

B. ACQUISITION WORKFORCE TUITION ASSISTANCE PROGRAM

The Defense Acquisition Workforce Improvement Act (reference (a)), requires that Contracting Officers, persons in 1102 Series positions, and (through Acquisition Corps membership) incumbents of critical acquisition positions, demonstrate the attainment of certain educational objectives. While exemptions, waivers, equivalency tests, and equivalency training are possible alternatives to the education prescribed, it is the policy of the Components to support completion of the education requirements of references (a) to the extent practicable. Accordingly, the following civilian employee tuition assistance program (to include tuition assistance leading to a degree) is established in the Components:

1. Where alternative educational objectives are prescribed (e.g., a degree, or, a lower number of credit hours in specialized courses), it shall be the policy of the Components to fund only the minimum education necessary for an employee to meet the requirements of reference (a).

2. Employees who are eligible for tuition assistance under any alternative federal programs (e.g., veterans benefits) should be required to exhaust the entitlement(s) prior to receipt of tuition assistance (including tuition assistance leading to a degree) under this program.

3. Each fiscal year (FY), each Component shall set aside a minimum amount equal to either of the funding levels describing below for acquisition workforce tuition assistance:

a. Two percent (2%) of the aggregate base pay of civilian Contracting Officers, civilians in 1102 Series positions, and any additional number of civilian employees in critical acquisition positions (calculated as of October 1 of the preceding year). -

b. The actual cost, if any, of identified education requirements for civilian Contracting Officers, civilians in 1102 Series positions, and any additional number of civilian employees in critical acquisition positions who are within the first and second priority categories defined at paragraph 6, below.

4. A Component may suballocate tuition assistance funds to subordinate organizational levels within the Component in that manner deemed appropriate; however, suballocation will normally parallel delegations of authority to approve tuition assistance payments (including assistance payments leading to a degree) authorized by the (OPM) and the ASD(FM&P).

5. Not later than 90 days following the effective date of this Regulation, each Component will establish internal procedures which provide for the identification and/or selection of employee for tuition assistance. At a minimum, the procedures will: (a) incorporate the policies at paragraphs 1, 2, and 3 above; (b) provide for management-directed surveys, invitations, or announcements in response to which employees may seek assistance; (c) require that the selection among eligible competitive service employees for tuition assistance leading to a degree will be the result of merit competition; and, (d) provide that grants of tuition assistance will be based on the spending priorities and procedures delineated at paragraph 6, below.

6. Within each Component, priority for tuition assistance for employees and candidates for assignment in acquisition career fields and position categories shall be determined as follows:

a. First priority shall be afforded acquisition workforce personnel whose assignment flexibility is restricted by the requirements of reference (a), thereby limiting management assignment and reorganization of work. Within this category, priority shall be determined as follows:

(1) Civilian Contracting Officers and civilians in 1102 Series positions who are exempted from the education requirements of reference (a) as a result of position incumbency and who lack specialized education in the subjects delineated in reference (a). An eligible employee's choice not to undertake equivalency testing (or failure to complete testing satisfactorily) and/or inability to obtain a waiver of requirements shall not limit an employee's basic eligibility for tuition assistance.

(2) Personnel in critical acquisition positions who are exempted from the education requirements of reference (a) as a result of position incumbency, and who possess a bachelors degree, but lack the required hours of specialized education in the subjects delineated in reference (a). An employee's choice not to undertake equivalency testing (or failure to complete

testing satisfactorily) if applicable, inability to demonstrate equivalency training, and/or inability to obtain a waiver of requirements shall not limit an employee's basic eligibility for tuition assistance.

b. Second priority shall be afforded personnel in critical acquisition positions who are exempted from the education requirements of reference (a) as a result of position incumbency, and who lack a bachelors degree. Should funding be sufficient to support tuition assistance leading to a degree for an employee in this group, the Component will conduct one or more merit competitions among competitive service employee applicants in the same career field and/or position category in order to select the employee(s) for tuition assistance. Competition(s) will conform to Federal Uniform Guidelines for Employee Selection Procedures. Payment of tuition assistance for education leading to a degree will conform in all other respects to the requirements of the OPM and the ASD(FM&P).

c. Third priority shall be afforded acquisition workforce employees currently assigned in a career field or position category for which there are no education requirements established by reference (a).

d. Fourth priority shall be afforded new hires for career level I or career level 11 acquisition positions to enhance recruitment efforts pursuant to pay-for-degree policies and procedures authorized by the OPM and the ASD(FM&P).

e. Fifth priority shall be afforded DoD employees who are not currently assigned to acquisition positions, but whose performance in their current positions could be enhanced by developing competencies in the acquisition-related subjects specified in reference (a).

7. A copy of the Component's annual report of training activity prepared pursuant to (OPM) requirements, which shall highlight activity under this program, will be submitted to the Deputy DACM.

C. MANDATORY TRAINING AND TRAINING RESOURCES

1. Satisfactory mandatory training course completion is the preferred means of attaining the training standard prescribed for a career field, except where it can be clearly demonstrated that an individual possesses the competencies (knowledge, skills, and abilities) afforded by the training.

2. Any failure of a student to satisfactorily complete a mandatory training course, for any reason, is a matter for supervisory disposition in accordance with DoD Component policies on training, development, conduct and/or performance management.

The due process rights, or entitlements of personnel require that student failures be reviewed by the DoD Component on the merits of each case in accordance with appropriate. Component policies and procedures. Failure to complete a mandatory course neither obviates the possibility of nor requires an exemption or waiver of the requirement. As a general principle of optimum resource utilization, students should not be permitted to repeat a failed course more than once, and in the discretion of the DoD Component, may be required to make Up a failure on the student's own time, and at the student's own expense (where opportunities for such a mode of instruction exist).

3. The Deputy DACM shall allocate mandatory acquisition training course quotas and related student travel and per diem funds for the DoD Components. That system of allocation shall encompass quotas for all mandatory training courses for the acquisition workforce in the DoD Components and shall be managed under Directive 5000.57 (reference (d)) and the further - instructions of the Defense Acquisition University (DAU). (Defense Contract Audit Institute quotas and student travel and per diem funds shall be internally managed by the DCAA in accordance with its policies and agreement(s) with the DAU.) The following precepts shall govern system operation:

a. Determination of quota suballocations to the DoD Components shall be based on priority of need, as described in DoD 5000.52-M (reference (c)).

b. All DoD Components shall be suballocated a pro-rata share of quotas assigned by the DAU to the Deputy DACM. The calculable factors shall normally be the number of stated Component requirements, the total requirements for all Components, and the number of quotas allocated by the DAU.

c. The Deputy DACM shall coordinate with all components, including the Principal Staff Assistants, to make minor adjustments in the suballocation methodology to ensure that all DoD Components obtain an adequate level of training course access.

d. Certain DoD Components shall be assigned by the Deputy DACM to manage the presentation of courses delivered at nonresident sites world-wide. The DoD Components shall ensure the availability of sufficient resources to permit assigned site managers to effectively execute on-site course completions.

e. The Deputy DACM shall serve as a facilitator and advocate for DAU consortium institutions among the DoD Components in their relationships with other acquisition career program officials and organizations, as mutually agreed. However, DAU consortium- institutions among the DoD Components shall have full authority and responsibility for negotiating and maintaining

bilateral functional and fiscal relationships with the DAU. DAU consortium institutions and/or their sponsoring DoD Components shall have the same standing as do all other DoD Components in the central management of quotas and related funds.

f* The DoD Components that receive quotas and associated funding shall identify an appropriate fiduciary agent to process and authenticate the funding documentation required to execute system management. (To minimize the redundancy of administrative and/or fiduciary systems in DoD Components with few training requirements, an Executive Agent for consolidated operations may be designated by the Deputy DACM in consultation with the affected DoD Components.) Funds shall be distributed to the DoD Components by the Deputy DACM (i.e., the fiduciary agent therefor) as soon as available or authorized, using the Military Inter-Departmental Purchase Requests (MIPRs). The DoD Components may further suballocate quotas and funds so long as adequate fiduciary control and accountability are ensured and satisfactory resource execution is demonstrated. The Deputy DACM shall reprogram or reallocate resources as warranted in the case of DoD Component failure or delay in execution of program requirements.

g. The DoD Components shall comply with quarterly reporting requirements that support centralized management of quotas and funds. The Deputy DACM shall be afforded that access to DoD Component quota and funds utilization information necessary for effective program management and oversight of all suballocated resources.

h. Each DoD Component shall designate a single POC who is authorized to coordinate planning, quota, and funds administration, and related events throughout the FY of execution with the Deputy DACM and all other DoD Components. The person designated shall be authorized to confirm the reallocation or reprogramming of assigned quotas and funds.

i. The Deputy DACM and the DoD Components shall utilize the Department of Army Training Requirements and Resources System (ATRRS) for administration of quotas and the registration of students for both resident and on-site mandatory training courses.

j. The Deputy DACM, in consultation with the DoD Components, shall annually assess the availability of mandatory course quotas for all career fields and make those recommendations to the ACPB about funding priorities that appear warranted.

D. PLANNING FOR MILITARY MEMBER DEVELOPMENT

1. Planning for the career development of military personnel assigned to the DoD Components shall be conducted in parallel

with the DAU planning for civilian personnel.

2. Military member requirements for mandatory acquisition training courses shall be surveyed annually by the DoD Components, as determined necessary by the Deputy DACM. Survey results shall be aggregated by the DoD Components, according to the Military Department affiliation of the military members covered, and submitted to the Deputy DACM.

3. The Deputy DACM shall aggregate requirements for all DoD Components and transmit them to the Military Department DACMs for integration with Military Department requirements and career planning processes.